LOS ANGELES ADMINISTRATIVE CODE

DIVISION 3

MAYOR

Chapter

1 Powers and Duties – General

2 Executive Department

CHAPTER 1

POWERS AND DUTIES – GENERAL

Article
1 Executive Powers and Duties

CHAPTER 1, ARTICLE 1

EXECUTIVE POWERS AND DUTIES

Section
3.3 Enforcement of Ordinances, Supervision of Officers and Employees, Examine Complaints and Secure Departmental Cooperation.
3.4 Requirements to File Certification of Appointments.
3.6 Temporary Transfer of Personnel. (Charter § 233)
3.7 Other Powers and Duties of Mayor.

Sec. 3.1. Executive Officer of the City.

SECTION HISTORY

Based on Charter, Sec. 40(1).
Repealed by Ord. No. 173,291, Eff. 6-30-00, Oper. 7-1-00.

Sec. 3.2. Messages to the Council.

SECTION HISTORY

Based on Charter, Sec. 40(2).
Repealed by Ord. No. 173,291, Eff. 6-30-00, Oper. 7-1-00.

Sec. 3.3. Enforcement of Ordinances, Supervision of Officers and Employees, Examine Complaints and Secure Departmental Cooperation.

It shall be the duty of the Mayor to be vigilant and active in the enforcement of the ordinances of the City; to exercise a constant supervision over the acts and conduct of all officers and employees; to receive and examine into all complaints made against them for violation or neglect of duty, and certify the same to the Council or proper board, and to secure cooperation between the various departments and offices of the City.

SECTION HISTORY

Based on Charter, Sec. 40(3).

Sec. 3.4. Requirements to File Certification of Appointments.

The Mayor shall make the various appointments required by the Charter to be made by the Mayor, and in sending the names of appointees to the Council for their approval he shall file with the Council to be read before the question of confirmation is voted upon a certificate substantially in the following form:

[CERTIFICATE OF APPOINTMENT]

I hereby appoint ______________________
to the position of ______________________ and I certify that in my opinion he is especially qualified by reason of training and experience for the work which shall devolve upon him, and that I make the appointment solely in the interest of the City.

No appointments shall be considered unless accompanied by such certificate.

SECTION HISTORY

Based on Charter, Sec. 40(4).

Sec. 3.5. Appointment of Secretary to Mayor and Officers.

SECTION HISTORY

Based on Charter, Sec. 40(5).
Repealed by Ord. No. 173,291, Eff. 6-30-00, Oper. 7-1-00.

Sec. 3.6. Temporary Transfer of Personnel. (Charter § 233)

The Mayor may make temporary transfers of employees, not to exceed 120 days in any calendar year, from one appointed office or department to another, except the Proprietary Departments. The Mayor shall notify the City Clerk at the time the transfer of employees is made and the City Clerk shall notify the President of the Council, the

Director of the Office of Administrative and Research Services and the Board of Civil Service Commissioners of the transfer.

SECTION HISTORY

New Section 3.6 Added by Ord. No. 173,023, Eff. 2-13-00, Oper. 7-1-00.

Sec. 3.7. Other Powers and Duties of Mayor.

The Mayor shall perform such other duties and have such other powers as are elsewhere in the Charter, or by ordinance, imposed upon or granted to him.

SECTION HISTORY

Based on Charter, Sec. 40(6).
Sec. 3.6 Renumbered Sec. 3.7 by Ord. No. 173,023, Eff. 2-13-00, Oper. 7-1-00.

CHAPTER 2

EXECUTIVE DEPARTMENT

Article

1 Creation of the Department
2 Management and Control

CHAPTER 2, ARTICLE 1

CREATION OF THE DEPARTMENT

Section
3.9 Powers and Duties.

Sec. 3.9. Powers and Duties.

There is hereby created a department of the City of Los Angeles to be known as the Executive Department. The powers and duties of said Department shall not conflict with the powers and duties of any other office or department of the City. That said department shall have powers and duties as follows, to-wit:

(a) To aid and assist the Mayor in the performance of his duties as Mayor;

(b) To enforce, so far as is within its power and assist and require all departments to enforce, all ordinances of the City and the laws of the State applicable to the City;

(c) To mediate and conciliate employer and labor disputes when requested by either or both disputants;

(d) To require departments of the City to make such reports to the Executive Department, of their several activities as may appear beneficial to the public interest and which will enable the Mayor to more completely perform his duties as such;

(e) To establish and maintain, in all ways available, an understanding relationship between citizens and the City government and the several departments;

(f) To inspect the records, files, proceedings and orders of the several departments, and all officers, members of boards and employees shall cooperate and assist the said Department to this end;

(g) To receive and consider appeals by citizens from orders, actions, omissions of duties, discourteous conduct of officers, boards or employees, and, after hearing or investigation, make such recommendations relative to the same, as in its judgment appear reasonably necessary;

(h) To provide for more efficient government by conducting research upon any subject relating to municipal government for the purpose of recommending legislative enactment, executive action, or more efficient administration under existing laws;

(i) To seek for persons available for appointment and to encourage competent persons to offer themselves to public service and to inquire into all qualifications of persons presently being considered for appointment by the Mayor.

(j) To call and hold meetings from time to time or periodically of the presidents of the several commissions, collectively or in groups, the general managers of the several departments, collectively or in groups, the secretaries of the several commissions, collectively or in groups, and chiefs of bureaus, and said meetings may include all, or a lesser number than all, of the several presidents, general managers, secretaries or chiefs of bureaus, and may include partly presidents and general managers, or partly general managers and secretaries, or partly presidents and secretaries or partly chiefs of bureaus or any other official personnel herein provided for; and

It shall be specified in any notice of said meetings those officials it desires to attend and it shall be the duty of those officials designated in said notice to attend any such meetings.

(k) To perform such other and further duties as may be designated by the Mayor but consistent with the provisions of the Charter and State law.

SECTION HISTORY

Based on Ord. No. 82,022.

CHAPTER 2, ARTICLE 2

MANAGEMENT AND CONTROL

Section
3.10 Mayor Is Chief Executive.

Sec. 3.10. Mayor is Chief Executive.

The Mayor, ex officio, shall be Chief Executive of said Department and there shall be one First Executive Deputy and one Second Executive Deputy, and such other deputies and employees as the Council by ordinance may provide.

The Mayor, as such Chief Executive of said Department, may appoint the Deputies herein provided for, and such assistants, deputies, clerks, stenographers and other persons as the Council shall prescribe; and shall have power to remove the same.

SECTION HISTORY

Based on Ord. No. 82,022.

CHAPTER 9

COMPENSATION PLAN FOR DEPARTMENT OF WATER AND POWER

(Title added by Ord. No. 150,957, Eff. 6-13-78, Oper. 4-17-78.)

Section	
4.900.1	Adoption of the Compensation Plan for Department of Water and Power.
4.901	Step Placement upon Initial Appointment.
4.902	Salary Step Placement on Assignment to a Different Position in City Service.
4.903	Salary Step Adjustment.
4.903.1	Salary Step Placement for Non-represented Exempt Positions.
4.904	Return from Layoff or Separation from City Service.
4.908	Overtime Compensation.

Sec. 4.900.1. Adoption of the Compensation Plan for Department of Water and Power.

The following Compensation Plan for classes of positions in the Department of Water and Power is hereby established and the Code numbers, titles, duties and description record numbers, position grades and salaries or salary ranges as hereinafter set forth are hereby fixed for such classes of position unless otherwise provided for by ordinance implementing a Memorandum or Understanding. Such schedule of classes, together with the codes, titles, duties and description record numbers, position grades and salaries or salary ranges shall constitute the Compensation Plan for all positions in the Department of Water and Power and shall be known as Schedule "B". Whenever in this Code the term Schedule "B" is used, it shall be deemed to mean and refer to the Schedule "B" in this section.

Whenever in Schedule "B" a class has a salary range indicated, such salary range shall reflect a five-step salary range structure in accordance with the Salary Range Tables established by the Controller.

Whenever in Schedule "B" a class of employees is found in a representation unit, the appropriate Memorandum of Understanding number is referenced instead of the salary range. Whenever in Schedule "B" a class of employees is found in both a representation unit and is also employed in daily-rated positions, both Schedule G (daily-rated) and the appropriate Memorandum of Understanding number are referenced instead of the appropriate salary ranges.

[**NOTE**: The MOU or Ordinance number referenced below in Schedule "B" sets forth the most current salary range or salary for the position indicated.]

CHAPTER 9

COMPENSATION PLAN FOR DEPARTMENT OF WATER AND POWER

(Title added by Ord. No. 150,957, Eff. 6-13-78, Oper. 4-17-78.)

Section

4.900.1 Adoption of the Compensation Plan for Department of Water and Power.

4.901 Step Placement upon Initial Appointment.

4.902 Salary Step Placement on Assignment to a Different Position in City Service.

4.903 Salary Step Adjustment.

4.903.1 Salary Step Placement for Non-represented Exempt Positions.

4.904 Return from Layoff or Separation from City Service.

4.908 Overtime Compensation.

Sec. 4.900.1. Adoption of the Compensation Plan for Department of Water and Power.

The following Compensation Plan for classes of positions in the Department of Water and Power is hereby established and the Code numbers, titles, duties and description record numbers, position grades and salaries or salary ranges as hereinafter set forth are hereby fixed for such classes of position unless otherwise provided for by ordinance implementing a Memorandum of Understanding. Such schedule of classes, together with the codes, titles, duties and description record numbers, position grades and salaries or salary ranges shall constitute the Compensation Plan for all positions in the Department of Water and Power and shall be known as Schedule "**B**". Whenever in this Code the term Schedule "**B**" is used, it shall be deemed to mean and refer to the Schedule "**B**" in this section.

Whenever in Schedule "**B**" a class has a salary range indicated, such salary range shall reflect a five-step salary range structure in accordance with the Salary Range Tables established by the Controller.

Whenever in Schedule "**B**" a class of employees is found in a representation unit, the appropriate Memorandum of Understanding number is referenced instead of the salary range. Whenever in Schedule "**B**" a class of employees is found in both a representation unit and is also employed in daily-rated positions, both Schedule **G** (daily-rated) and the appropriate Memorandum of Understanding number are referenced instead of the appropriate salary ranges.

[**NOTE**: The MOU or Ordinance number referenced below in Schedule "**B**" sets forth the most current salary range or salary for the position indicated.]

SCHEDULE "B" (Cont.)

Class Code	Class Title	Salary Range: MOU No. or Ordinance No.
	C	
3343	Cabinet Maker	MOU 47
3344	Carpenter	MOU 47/Sch. G
3339	Carpenter Shop Supervisor	MOU 51
3346	Carpenter Supervisor	MOU 51
9669	Cashier Water and Power	186,950
3353	Cement Finisher	MOU 47/Sch. G
3354	Cement Finisher Supervisor	MOU 51/Sch. G
3351	Cement Finisher Worker	MOU 47
7833	Chemist	MOU 48
1466	Chief Communications Operator	MOU 52
5237	Chief Electric Plant Operator	MOU 51
9805	Chief Electrical Engineer and Assistant Manager	186,950
9905	Chief Engineer of Waterworks and Assistant Manager	186,950
3562	Chief Helicopter Pilot	MOU 46
9147	Chief Investment Officer	MOU 46
5238	Chief Load Dispatcher	MOU 46
7271	Chief of Drafting Operations	MOU 46
2334	Chief Physician	MOU 46
1949	Chief Real Estate Officer	MOU 46
4260	Chief Safety Engineer Pressure Vessels	MOU 54
3187	Chief Security Officer	MOU 51
7237	Civil Engineer	MOU 53
7246	Civil Engineering Associate	MOU 48
7232	Civil Engineering Drafting Technician	MOU 54
1767	Claims Agent	MOU 46
1141	Clerk	MOU 42
1321	Clerk Stenographer	MOU 42
1600	Commercial Field Representative	MOU 47
1603	Commercial Field Supervisor	MOU 52
1213	Commercial Service Supervisor	MOU 52
0101-2	Commissioner	186,950
3800	Communications Cable Supervisor	MOU 51
3802	Communications Cable Worker	MOU 47
3686	Communications Electrician	MOU 47
3689	Communications Electrician Supervisor	MOU 51
1461	Communications Information Representative	MOU 42
3503	Compressor Operator	MOU 47/Sch. G
1427	Computer Operator	MOU 54
3129	Construction and Maintenance Superintendent	MOU 46
3127	Construction and Maintenance Supervisor	MOU 51/Sch. G
0901	Construction Asbestos Supervisor	Sch. F
0902	Construction Asbestos Worker	Sch. F
0905	Construction Boilermaker Supervisor	Sch. F
0904	Construction Boilermaker	Sch. F
0909	Construction Bricklayer Supervisor	Sch. F
0908	Construction Bricklayer	Sch. F
0911	Construction Cabinet Maker	Sch. F
0913	Construction Carpenter Supervisor	Sch. F

SCHEDULE "B" (Cont.)

Class Code	Class Title	Salary Range: MOU No. or Ordinance No.
0912	Construction Carpenter	Sch. F
0916	Construction Cement Finisher Supervisor	Sch. F
0915	Construction Cement Finisher	Sch. F
0918	Construction Compressor Operator	Sch. F
0389	Construction Electrical Distribution Mechanic Supervisor	Sch. F
0388	Construction Electrical Distribution Mechanic	Sch. F
0387	Construction Electrical Distribution Mechanic Trainee	Sch. F
0994	Construction Electrical Helper	Sch. F
0995	Construction Electrical Mechanic	Sch. F
0996	Construction Electrical Mechanic Supervisor	Sch. F
0930	Construction Equipment Erection Supervisor	Sch. F
0931	Construction Equipment Erector	Sch. F
0920	Construction Equipment Operator	Sch. F
3543	Construction Equipment Service Supervisor	MOU 51
3541	Construction Equipment Service Worker	MOU 47
0919	Construction Equipment Supervisor	Sch. F
3341	Construction Estimator	MOU 47
0921	Construction Heavy Duty Truck Operator	Sch. F
0941	Construction Helper	Sch. F
7291	Construction Inspector	186,950
0933	Construction Ironworker Supervisor	Sch. F
0932	Construction Ironworker	Sch. F
0940	Construction Labor Supervisor	Sch. F
0951	Construction Lather Supervisor	Sch. F
0950	Construction Lather	Sch. F
0943	Construction Mechanical Helper	Sch. F
0944	Construction Miner	Sch. F
0954	Construction Painter Supervisor	Sch. F
0953	Construction Painter	Sch. F
0957	Construction Pipefitter Apprentice	Sch. F
0959	Construction Pipefitter Supervisor	Sch. F
0958	Construction Pipefitter	Sch. F
0963	Construction Plasterer Supervisor	Sch. F
0962	Construction Plasterer	Sch. F
0965	Construction Plumber - Exempt	Sch. F
0966	Construction Plumber Supervisor	Sch. F
0922	Construction Power Shovel Operator	Sch. F
0968	Construction Protective Coating Supervisor	Sch. F
0969	Construction Protective Coating Worker	Sch. F
0960	Construction Refrigeration Fitter	Sch. F
0961	Construction Refrigeration Fitter Supervisor	Sch. F
0934	Construction Reinforcing Steel Supervisor	Sch. F
0935	Construction Reinforcing Steel Worker	Sch. F
0936	Construction Rigger	Sch. F
0973	Construction Roofer Supervisor	Sch. F
0972	Construction Roofer	Sch. F
0923	Construction Sandblast Operator	Sch. F
0945	Construction Security Officer	Sch. F
0976	Construction Sheet Metal Supervisor	Sch. F